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ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

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JO BONNER, ALABAMA  
RANKING REPUBLICAN MEMBER

K. MICHAEL CONAWAY, TEXAS  
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GREGG HARPER, MISSISSIPPI  
MICHAEL T. McCAUL, TEXAS

TODD UNGERRECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

### MEMORANDUM FOR ALL MEMBERS, OFFICERS, AND EMPLOYEES

**FROM:** Committee on Standards of Official Conduct

Zoe Lofgren, Chair

Jo Bonner, Ranking Republican Member

**SUBJECT:** Reminder About 2009 Annual Ethics Training Requirement

This memorandum is a reminder to all offices to encourage staff who have not yet completed their 2009 ethics training requirements to complete their required training soon. This memorandum also reminds offices of the annual certification requirements.

Earlier this year, the Committee issued a memorandum outlining the ethics training requirement for all House employees for calendar year 2009.<sup>1</sup> A summary of these requirements is included below.

Each House employee must annually complete ethics training and individually document that he or she has completed that training.

It is a violation of House Rules to fail to complete the annual training requirement.<sup>2</sup> Sanctions for failing to satisfy annual training requirements may include the publication of noncompliant employees' names, along with the identity of their employing House office, as well as other sanctions the Committee deems appropriate.

In addition, each Member must certify in writing to the Committee that all employees in his or her office have properly completed their 2009 ethics training requirements. This year-end certification must include all employees on payroll as of December 31, 2009, and must be signed by the Member and filed with the Committee no later than January 31, 2010.

To assist Members and to streamline the year-end office certification process, the Committee will be creating a year-end certification form and posting it to the Committee's Web site later this fall.

<sup>1</sup> See "Annual Ethics Training Requirement for 2009" (February 26, 2009).

<sup>2</sup> House Rule XI, clause 3(a)(6)(B)(ii).

## ETHICS CERTIFICATION OFFICERS

Each office should have a designated ethics certification officer. The designation form can be found on our Web site at <http://ethics.house.gov>. The duties of the ethics certification officer include:

- Receiving information from the Committee via e-mail;
- Disseminating information from the Committee to employees in the office;
- Informing new employees of their 60-day training requirements;
- Tracking employee compliance with training requirements; and
- Keeping records of all training certification forms and letters sent to the Committee.

Ethics certification officers should **be familiar with the training requirements**, assist employees in compliance, and help the Member with year-end certification requirements.

## SUMMARY OF 2009 TRAINING REQUIREMENTS

### New Employees

\*\*\* WITHIN 60 DAYS OF BEGINNING HOUSE EMPLOYMENT \*\*\*

- **New employees in Washington, D.C., offices** must attend a live "New Employee" briefing to satisfy their ethics training requirement.
  - The next New Employee Training session is scheduled for October 30, 2009, at 3:30 p.m. in the CVC Auditorium.
  - Dates and times for additional sessions will be posted and updated on the Committee's Web site calendar.
- **New employees in district offices must watch the "New District Office Staff" training video**, which is available on HouseNet.
- **New senior staff** (employees having a salary rate at or above \$117,787 for 2009) must complete an **additional** training during calendar year 2009 by watching the **"Senior Staff" training video**, which is available on HouseNet.

### Existing Employees

- All **existing staff** must complete a training course *on or before December 31, 2009*. Employees have a number of options:
  - **Watch** ONE of the ethics training videos available on HouseNet (Topics include: (1) Campaign Activity or (2) Gifts and Travel); or
  - **Complete** ONE online training module on HouseNet (Topics include: (1) General Ethics Training or (2) Gifts and Travel.); or
  - **Attend** the live “Gifts and Travel” training session on October 16, 2009 at 3:30 p.m. in HC-5. Check the Committee’s Web site calendar for details.
- **Existing senior staff** must also complete a second hour of specialized “senior staff” training before the end of the 111<sup>th</sup> Congress (between January 1, 2009, and December 31, 2010) by either:
  - **Watching** the “senior staff” training video available on HouseNet; or
  - **Attending** a live “senior staff” or “financial disclosure” training session.

### **CERTIFYING ATTENDANCE**

- Individual House employees must document completion of ethics training. They may do so in one of two ways:
  - 1) Signing in at any live training attended;<sup>3</sup> or
  - 2) Completing and signing the certificate for video training or on-line tutorial *and e-mailing or faxing the completed form to the Committee.*
- Member offices must retain records of staff training. Each Member must, by January 31, 2010, sign a certification that all staff in the office have complied with the 2009 ethics training requirements.
- Committee Chairs and Ranking Members are also responsible for maintaining records of staff training. They must certify that their respective committee staffs have complied with the 2009 training requirements.
- Other Legislative Offices must also retain records of staff training. Since these offices are not supervised by a Member, the letter should be signed by the supervising House Officer, or most senior employee in the office.

If you have any questions about the training requirements, please feel free to contact the Committee at (202) 225-7103.

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<sup>3</sup> NOTE: Sign-in sheets are made available only at the start of the training session to ensure attendees receive the full hour of training. Late arriving staff will not be given credit for training sessions.